

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**SOLID WASTE SYSTEM SUPERVISOR**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Solid Waste System Supervisor is the second level in a three level Utilities Waste Collection series. Incumbents are responsible for overseeing daily operations and supervising waste collection, green waste and recycling staff.

Incumbents may be required to be available after scheduled hours, weekends and holidays.

The Solid Waste System Supervisor is distinguished from the Waste Collector Driver by its first-line supervisory responsibility. The Solid Waste System Supervisor is distinguished from the Chief of Solid Waste Operations, which is responsible for assisting with management-level activities within the Solid Waste division.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

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|----|--|--------------------------|
| 1. | Supervises Solid Waste Collection staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.  | Daily<br>20%             |
| 2. | Responds to a variety of inquiries, complaints, and/or concerns received from customers, internal departments, external agencies, and/or other interested parties.   | Daily<br>30%- <u>50%</u> |
| 3. | Supervises daily Waste Collection activities and operations, which includes: planning, coordinating, administering, and evaluating processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily<br>20%             |
| 4. | Prepares and maintains a variety of records, files, reports, work orders, and/or other related information related to operational activities for the division  | Daily<br>10%- <u>30%</u> |
| 5. | Participates in/on a variety of meetings, committees, and/or other related groups to receive, <u>convey information and coordinate related services.</u>   | Weekly<br>5%             |

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6. 	Performs field investigations of customer service requests and complaints.	Weekly <del>10%-20%</del>
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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
7.	Investigates accidents, <u>injuries</u> and damages involving section employees and vehicles.	Monthly 5%
8.	Evaluates <u>and recommends</u> collection routes and boundaries; prepares route maps and disseminates to employees.	Occasion- ally 5%
9.	Performs other duties of a similar nature or level.	As Required

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**Training and Experience** (positions in this class typically require):

- Three years of experience in solid waste collection and disposal, including one year as a lead worker is required;
- Or
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

- Commercial Class B License without airbrake restriction within 6 months of appointment\*

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**Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Equipment maintenance principles and practices;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Basic geography;
- Route planning and scheduling theories, principles, and practices;
- Municipal solid waste collection and disposal administrative principles;
- Solid waste and recycling industry;
- Safe work practices and procedures.

**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Priorizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Preparing, analyzing, and maintaining operational records
- Developing collection routes
- Estimating time, materials, tools, and equipment requirements for jobs
- Using computers and applicable software applications
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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**Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007